

••• **A.E.R.O. SPECIAL EDUCATION COOPERATIVE** •••

7600 S. Mason Avenue • Burbank, IL 60459

(708) 496-3330

JOB DESCRIPTION: *Assistive Technology Coordinator*

QUALIFICATIONS:

- Hold a registered, valid Illinois LBS I / Professional Educator License.
- LBS II/Technology Specialist, preferred and/or
- Illinois license in Speech Language Pathology preferred.
- Knowledge and experience in working with Assistive Technology with learners receiving special education services, and learners who do not receive special education services but require additional supports in Universal Design for Learning.
- Ability to coach and train on the integration of assistive technologies into the classroom.
- Must possess an in-depth knowledge of computer instructional applications and curriculum development (including specialized software).
- Knowledge and experience in accommodations and modifications to access specialized instruction and general education.
- Skilled in providing effective consultation to classroom personnel.
- Excellent communication skills in written reports, informational documents, announcements, correspondence, and verbal presentation, including the ability to read, write and interpret related documents.
- Must possess the ability to establish and maintain effective working relationships with administration, staff, parents, and the public.
- A minimum of 3 years school experience, which includes the use of various assistive technologies.
- Must hold a valid driver's license.

REPORTS TO:

- A.E.R.O. Executive Director, Assistant Director or AT Supervisor

The essential functions of this position include, but are not limited to, the responsibilities and functions specified herein.

GENERAL RESPONSIBILITIES:

1. Assume responsibility for continued professional growth.
2. Assume other responsibilities as assigned by the Director, Assistant Director or Program Supervisors.
3. Support and act in accordance with all A.E.R.O. Governing Board goals, objectives and policies, The School Code of Illinois, and other federal and state laws.
4. Communicate using current disability-related terminology and Illinois School Code mandated terms and definitions.
5. Assume appropriate role as consultant and educator.
6. Demonstrate knowledge of students' needs, including but not limited to educational, medical, physical, sensory, speech/language, recreational, vocational, etc., as established by the IEP team and implement as needed.
7. Maintain strict confidentiality regarding all matters pertaining to students and personnel.
8. Demonstrate effective organizational skills, time management, and flexibility in order to meet staff and students' needs.
9. Regular and prompt work attendance.

PERFORMANCE RESPONSIBILITIES:

1. MANAGER OF ASSISTIVE TECHNOLOGY RESOURCES

- A. Develop and maintain an inventory of hardware, software, assistive technology devices and other AT materials (managed through the AT department) throughout the cooperative programs.
- B. Maintain a resource library to be available to staff throughout the cooperative programs.
- C. Coordinates the purchase of appropriate assistive technology equipment and materials.
- D. Demonstrate or develop proficiency with Microsoft Office, such as PowerPoint, Word, Excel, Sharepoint basics.
- E. Document, compile and report AT services data as applicable.
- F. Seek alternate funding sources for AT-related cooperative program needs.
- G. Test assistive technology equipment.

2. CLASSROOM CONSULTANT

- A. Assess requests for assistive technology on an individual student level and a classroom level.
- B. Support/coach staff in the conversion of materials to alternative media formats.

- C. Provide on-going consultation to classroom staff/related service personnel on appropriate technology (both high and low tech) to be used throughout the day to enhance overall learning.
- D. Evaluate software needs of individual students and classrooms; help staff to acquire needed software.
- E. Help staff problem solve when difficulties arise with current assistive technology equipment or software.
- F. Organize staff training on the use of assistive technology devices and specialized software (e.g., I devices, Boardmaker, Classroom Suite, Clicker, etc.)
- G. Consult with staff and families on the need for outside evaluation regarding augmentative communication systems; explore possible sources of funding.
- H. Ability to consult with districts on appropriate technology for students who are integrated in or enrolled in district operated programs.
- I. Ability to provide in-service training to districts on the use of appropriate technology with individual students.

3. TEAM MEMBER

- A. Establish and maintain ongoing communication/planning with school personnel involved with each child regarding IEP / Eligibility related AT needs / device implementation. Work directly with all related service personnel as part of an integrated educational team
- B. Participate in meetings when appropriate including but not limited to annual reviews, as a member of the special education team.
- C. Coordinate efforts with special education and general education staff to implement mainstreaming activities as appropriate for students.
- D. Assist A.E.R.O./District personnel when transitioning students from one program to another regarding devices.
- E. Works collaboratively with Curriculum department and Information Technology department.

4. NETWORKING AND GROWTH

- A. Works with technology vendors in order to manage and support registration, warranties and repairs of assistive technology within cooperative programs.
- B. Regularly review websites, literature and other sources of information on AT.
- C. Disseminate pertinent information regarding the field of AT with administration, staff and districts.
- D. Attend relevant training opportunities to maintain and advance AT skills and knowledge.
- E. Facilitate the A.E.R.O. AT/UDL Task Force.
- F. Participation in AT-related networking group and professional organizations is preferred (e.g., ASHA ACC Division, Infinitec).